

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612- 50

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Insurance Division

DEPARTMENT OF LICENSING AND REGULATION

Life/Health Market Conduct Unit

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>EXAMINATION REPORTS:</u> Market Conduct examination reports.	Retain in office five (5) years. Transfer to the State Record Center for five (5) years, then destroy.
2.	<u>EXAMINATION WORK PAPERS:</u> All backup documentation relating to market conduct examinations.	Retain in office until examination report is finalized, transfer to the State Record Center for four (4) years. Return to agency for re-examination and destruction. Submit a separate transmittal letter for each company.
3.	<u>CREDIT REPORTS:</u> Rate filings submitted pursuant to Section 436(I), Annotated Code of Maryland and COMAR regulation 09.30.51.	Retain in office eight (8) years, then destroy.
4.	<u>CORRESPONDENCE FILES:</u> General correspondence relating to the various market conduct examinations.	Retain in office four (4) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12/2/87
Date

Joseph T. Seidel
Signature

Director
of Administration
Title

12/2/87
Date

J. Swails
State Archivist

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Item No.	Description	Retention
5.	<p><u>ANNUAL STATEMENTS - REINSURERS:</u></p> <p>Printed annual reports of all insurance companies registered to assume credit insurance business in the State of Maryland.</p>	<p>(Domestic Companies)- Retain in office five (5) years. Transfer to the State Record Center for seven (7) years, then destroy.</p> <p>(Foreign Companies)- Retain in office two (2) years. Transfer to the State Record Center for three (3) years, then destroy.</p>
6.	<p><u>QUARTERLY REPORTS:</u></p> <p>Quarterly financial reports required from credit insurers.</p>	<p>Retain in office one (1) year, then destroy.</p>
7.	<p><u>CHARTER FILES:</u></p> <p>Contents include copies of original charters of HMO's and Fronting companies.</p>	<p>Once the file has been placed in an inactive status, transfer to the State Record Center for ten (10) years, then destroy.</p>